

RESOLUTION NO. 2021-93

**A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA
AMENDING A VILLAGE OF CALEDONIA TELECONFERENCE AND
VIDEOCONFERENCE POLICY FOR THE BOARD OF TRUSTEES AND VILLAGE
COMMITTEES AND VILLAGE COMMISSIONS.**

The Village Board for the Village of Caledonia resolves as follows:

WHEREAS, certain events, may make meeting In-person impractical or impossible for Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies.

WHEREAS, it may be essential for the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, to meet.

WHEREAS, the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, may use alternative types of meetings, such as virtual meetings that involve teleconferencing or videoconferencing.

WHEREAS, attached as **Exhibit A** is a Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Caledonia that the attached **Exhibit A**, the Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions is hereby adopted.

17 Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of January, 2022.

VILLAGE OF CALEDONIA

By: James R. Dobbs
James R. Dobbs
Village President

Attest: Megan O'Brien
~~Joslyn Hoeffert~~ Megan O'Brien
~~Village Clerk~~ Deputy Village Clerk

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR THE BOARD OF TRUSTEES AND VILLAGE COMMITTEES AND VILLAGE
COMMISSIONS

Section 1. Purpose.

The Village of Caledonia has a general meeting policy that all meetings shall be In-person. However, circumstances may arise that require the Village of Caledonia Board of Trustees, Village Committees, Village Commissions, and Village Board of Appeals (or members of such bodies) to meet via Teleconference, Videoconference or a hybrid of In-person and Tele/Video conference. The purpose of this policy is to provide alternatives to In-person Meetings when a tele/video conference or hybrid meeting would allow staff or board members to attend meetings virtually when in person attendance is impractical or impossible for the individual.

Section 2. Definitions.

In-person Meeting means a meeting with all Participants in the same location.

Participant means a person attending a meeting as a member of a board, committee, or commission, or a member of the public. Meetings for this definition include In-person Meetings, Teleconferences, and Videoconferences.

Teleconference means a conference with Participants in different locations linked by telephonic devices.

Videoconference means a conference with Participants in different locations linked by video or other electronic devices.

Section 3. Teleconference and Videoconference Procedure.

Circumstances occasionally may make attendance of In-person Meetings impractical or impossible for certain individuals. This policy may be utilized as an accessibility factor for outside counsel and consultants to limit their travel time and expenses or due to limited travel, limited person-to-person contact, or environmental or individual health concerns. The Village Board of Trustees, Village Committees, Village Commissions, and Village Board of Appeals (or a member of such body) may want to, or may be required to, hold Teleconference or Videoconference meetings to perform the necessary functions of the Village government.. If a meeting is to be conducted by Teleconferences, and/or Videoconferences, the Village Clerk shall include on any written notice of such meeting instructions and information on how the meeting may be accessed by the public. All members participating by Videoconferences shall only count toward quorum and be allowed to participate in the meeting if their camera is on. If a member's camera is off, it shall be treated as if they have physically left the meeting. If the camera is off due to technical difficulties, this member shall not count towards quorum and cannot participate in the meeting if the camera continues to be off. If the member is not visible in the video feed,

this member shall not count towards quorum and cannot participate in the meeting. As part of the hybrid meeting, all members participating in-person are required to remain in their designated areas and shall speak directly into their microphones. This will allow people to hear the meeting virtually and on the recording.

Section 4. Authority to approve Teleconference or Videoconference meetings.

The scheduling of meetings of the Board of Trustees, Village Committees, Village Commissions (except for the Police and Fire Commission and the Village Board of Appeals) or attendance of a member of such a body via Teleconference or Videoconference shall be approved in advance by the Village President, or designee. (Resolution No. 2019-24), The scheduling of meetings of the Police and Fire Commission or attendance of a member of said body via Teleconference or Videoconference shall be approved in advance by the President of the Police and Fire Commission. The scheduling of meetings of the Board of Appeals or attendance of a member of said body via Teleconference or Videoconference shall be approved in advance by the Chairperson of the Board of Appeals.

Section 5. Open meetings and public records laws.

All Teleconferences and Videoconferences are open to the public and shall comply with Wisconsin Open Meetings Laws. *See Wis. Stat. Ch. 19. See also Village Ordinance § 2-3-8.* Further, all Teleconferences and Videoconferences that create records as defined by Village Ordinance § 3-3-1(c) shall comply with Wisconsin Public Records Laws regarding public records. *See Wis. Stat. Ch. 19. See also Village of Caledonia Code of Ordinances Title 3, Chapter 3.*

Section 6. Posting and Notice.

Teleconferences and Videoconferences shall be posted in accordance with Village Ordinance § 2-3-6 and 2-3-7. All notices of Teleconference and Videoconference meetings shall include any access numbers and passwords, as well as any Videoconference applications or websites utilized for the meeting.

Section 7. Conduct by Participants.

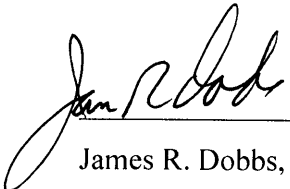
Participants shall be respectful to other Participants in attendance during any Teleconferences or Videoconferences, including not speaking over one-another, not using foul or profane language or images, and muting any surrounding sound that may interfere with the meeting. The chair of the body holding the meeting shall have authority to disconnect any Participant whose conduct violates this policy to maintain order and decorum at the meeting.

Section 8. Closed Sessions.

Closed sessions shall only use Teleconferences and Videoconferences by the Participants when an In-person Meeting is impossible. The Village Administrator shall ensure that Teleconferences and Videoconferences are private and that only Participants that are invited to the closed session

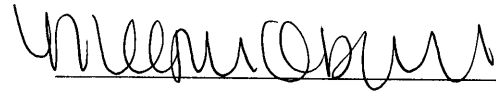
are in attendance. Participants shall ensure that they are in a private location where other persons cannot hear or participate in the closed session meeting. Participants shall further ensure that all documents received and reviewed, and any notes created prior to or during the closed session, remain private and are not disclosed to other persons not in the closed session. The Clerk shall include these warnings in the notice for a Teleconference and Videoconference closed session.

Approved on 17 day of January, 2022.



James R. Dobbs, Village President

01-17-22
Date



~~Joslyn Hoeffert, Village Clerk~~

01-17-22
Date

Megan O'Brien, Deputy Clerk